

From: Bell, Jennifer C. DPI <Jennifer.Bell@dpi.wi.gov>
Sent: Thursday, February 21, 2019 9:15 AM
To: ACT Test Coordinators, DACs, High School Principals
Subject: WI Statewide ACT Assessments Update - Feb 21

Dear educators,

Yesterday, Wednesday February 20, was the initial test day for ACT with writing, standard time. Thank you to everyone for all your work administering the ACT! Please see below for timely updates on ACT and WorkKeys testing.

Don't forget that Aspire testing is on the horizon. System updates are being performed on the Aspire portal, so schools are not able to add or edit student information, edit PNPs, or create test sessions until next week. You can continue with the [Aspire test preparation tasks](#) in the Aspire portal next week.

If Your School Could Not Administer the ACT Yesterday Due to Weather or Another Unplanned Event

- Follow the instructions in the emergency and inclement weather plan.
 - [ACT Emergency and Inclement Weather Plan](#)
- Proceed with administering standard time WorkKeys on Thursday February 21.
- Proceed with accommodated testing for ACT and WorkKeys per the initial, two-week testing windows in the [Schedule of Events](#).
- Order standard time materials for the makeup date, March 12. **Place the order for makeup materials by tomorrow, Feb 21** using the instructions in the [PearsonAccessNext User Guide for the ACT](#), p. 15.
- The secure materials for standard time testing on February 20 can only be used on February 20. Use of these materials on a different date will likely result in an invalidation due to misadministration.
- Keep the unused answer documents. These can be used for the makeup date.
- Students absent on March 12 can test on April 2. You will need to place an order for April 2 materials during the ordering window in the [Schedule of Events](#).
- Unless a student has an ACT-approved accommodation for multiple-day testing, all sections of the ACT test must be completed in one session. If your school had early release while standard time ACT testers were midway through the test, you will need to call ACT to report that testing was disrupted and not completed. ACT will help you place an order for makeup day materials.

Packing Materials

- Pack the materials according to the instructions in the [Test Coordinator Information Manual](#).

Returning Materials

- FedEx is scheduled to pick up initial test date, standard time ACT and WorkKeys materials at your school on February 22.
- Initial test date, standard time ACT and WorkKeys materials are due back to ACT by February 27.
- Late arriving answer documents will not be scored.
- If you need to reschedule the FedEx pick up, call ACT at 800-553-6244, x2800.

Make Up Test Day Ordering

- The makeup test date for ACT is March 12; for WorkKeys it is March 13.
- If any students were absent on an initial ACT or WorkKeys test date, place an order for the makeup test date.
- Test booklets (and alternate formats) are test date-specific. Use of incorrect materials will likely result in an invalidation due to misadministration.
- If you have student who did not test on the initial test date, order materials for the makeup date.
- **Place the order for ACT makeup materials by Feb 21.**
- **Place the order for WorkKeys makeup materials by Feb 22.**

- Instructions for placing an order for makeup up materials:
 - Page 15 in the [PearsonAccessNext User Guide for ACT](#)
 - Page 16 in the [PearsonAccessNext User Guide for WorkKeys](#)

Thank you for your contributions to a successful testing experience for all students. For assistance, please contact:

ACT Help Desk

General: 800-553-6244, ext. 2800

Accommodations: 800-553-6244, ext. 1788; actaccoms@act.org

Aspire: 855-730-0400

<http://www.act.org/stateanddistrict/wisconsin>

General Information and Policies

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Student Data

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Wisconsin high school principals, district assessment coordinators, and ACT test coordinators received this email.